



CITY OF NEWPORT BEACH Board of Library Trustees AGENDA

Newport Beach Public Library – 1000 Avocado Avenue, Newport Beach
Monday, August 18, 2014 – 5:00 p.m.

Board of Library Trustees Members:

Robyn Grant, Chair of the Board
John Prichard, Vice-Chair of the Board
Eleanor Palk, Secretary of the Board
Jill Johnson-Tucker
Jerry King

Staff Members:

Tim Hetherton, Library Services Director
Dave Curtis, Library Services Manager
Elaine McMillion, Admin Support Specialist

1) CALL MEETING TO ORDER

2) ROLL CALL

3) PUBLIC COMMENTS

Public comments are invited on agenda items. Speakers must limit comments to five (5) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in silent mode.

4) APPROVAL OF MINUTES – Draft July 21, 2014 Minutes

5) CURRENT BUSINESS

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees, staff or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

A. CONSENT CALENDAR

1. **Customer Comments** - Monthly review of evaluations of library services through suggestions and requests received from customers.
2. **Library Activities** - Monthly update of library events, services and statistics.
3. **Expenditure Status Report** - Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department.
4. **Board of Library Trustees Monitoring List** - List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Information Technology Update** – Avery Maglinti from City IT will provide a summary of the recent past projects (RFID, the Media Lab, iPad roll out, etc.) and then discuss current projects.
2. **Okazaki Gift** – Staff recommends that the Board of Library Trustees consider and approve potential sites at Central Library for the sculpture which is a gift from Newport Beach Sister City Okazaki, Japan.
3. **Corona del Mar Branch Project Update** – Staff provides an update on recent activities pertaining to the proposed Library/Fire Station joint facility in Corona del Mar.

C. MONTHLY REPORTS - No written reports created prior to the Board of Library Trustees Meeting

1. **Library Services Director Report** - Report of Library issues regarding services, customers and staff.
2. **Friends of the Library Liaison Report** – Trustee Johnson-Tucker's update of the most recently attended Friends of the Library Board's monthly meeting.
3. **Library Foundation Liaison Report** – Vice Chair Prichard's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.
4. **DSLS Liaison Report** - Secretary Palk's update of the most recently attended Distinguished Speakers Lecture Series Committee's monthly meeting.
5. **CdM Branch and Fire Department Planning Committee Liaison Report** – Trustee King's and Vice Chair Prichard's update.

6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

8) ADJOURNMENT

This Board of Library Trustees is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes July 21, 2014 – 5:00 p.m.

The agenda for the Regular Meeting was posted on July 16, 2014, at 11:05 a.m. on the City Hall Electronic Bulletin Board located in the entrance of the City Council Chambers at 100 Civic Center Drive; at 11:35 a.m. on the City's website, and at 12:05 p.m. in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

CONVENED AT 5:00 p.m.

1) **CALL MEETING TO ORDER** – Chair Johnson-Tucker called the meeting to order.

2) **ROLL CALL** – Roll call by Admin Support Specialist Elaine McMillion.

Trustees Present: Chair Jill Johnson-Tucker, Vice-Chair Jerry King, Robyn Grant, and John Prichard

Trustees Absent: Secretary Eleanor Palk

Staff Present: Library Services Director Tim Hetherton, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, and Admin Support Specialist Elaine McMillion

3) PUBLIC COMMENTS

Jim Mosher noted that a very important agenda item is on tomorrow's City Council meeting agenda. He noted the difficulty for public to comment on agenda items before knowing what they are going to be. He complimented staff on the recommendation to remain open during the holidays noted on agenda item B.6. *Proposed Library Closures for Winter Holidays 2014.*

4) **APPROVAL OF MINUTES** – May 19, 2014 Meeting Minutes

Motion made by Vice Chair King and seconded by Trustee Prichard and carried (3-0-1-1) to approve the minutes of Monday, June 16, 2014.

AYES: King, Grant, Prichard
NOES: None
ABSTENTIONS: Johnson-Tucker
ABSENT: Palk

5) CURRENT BUSINESS

A. CONSENT CALENDAR

1. **Customer Comments** – Monthly review of evaluations of library services through suggestions and requests received from customers.
2. **Library Activities** – Monthly update of library events, services, and statistics.

3. **Expenditure Status Report** – *Monthly expenditure status of the Library's operating expenses, services, salaries, and benefits by department.*
4. **Board of Library Trustees Monitoring List** – *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

Chair Johnson-Tucker commented on how nicely the comments are handled by staff and Trustee Grant noted that it is nice to see the positive comments as well. Trustee Prichard asked for clarification on the Consent Calendar items and the Board of Library Trustees Monitoring List.

Motion made by Trustee Prichard and seconded by Vice Chair King and carried (4-0-0-1) to approve the Consent Calendar Items as presented.

AYES:	Johnson-Tucker, King, Grant, Prichard
NOES:	None
ABSTENTIONS:	None
ABSENT:	Palk

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Election of Board of Library Trustees Officers**

Chair Johnson-Tucker began by thanking the Board for allowing her to serve as Chair for the past two years.

Vice Chair King nominated Trustee Grant to serve as Chair, Trustee Prichard to serve as Vice Chair, and Secretary Palk to remain as Secretary on the Board of Library Trustees for the 2014/2015 Fiscal Year.

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to accept the nominations as noted.

AYES:	Grant, Prichard, King and Johnson-Tucker
NOES:	None
ABSTENTIONS:	None
ABSENT:	Palk

Previous Chair Johnson-Tucker passed the gavel to newly elected Chair Grant.

2. **Selection of Board of Library Trustees Liaisons**

Selections were made to have Vice Chair Prichard to replace Chair Grant as liaison to the Library Foundation, Trustee Johnson-Tucker to remain as liaison to the Friends of the Library and Secretary Palk to remain as liaison on the DSLS Committee. Chair Grant noted that the Foundation meets the second Monday of every month in the Friends Meeting Room at 5:00pm.

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to accept selection of the Board of Library Trustees as noted, to serve as liaisons to the Library Foundation, Friends of the Library and DSLS Committee.

AYES:	Grant, Prichard, King and Johnson-Tucker
NOES:	None
ABSTENTIONS:	None
ABSENT:	Palk

3. Donation Acceptance from Newport/Mesa ProLiteracy

Support Services Coordinator Melissa Kelly began by explaining that the Newport/Mesa Pro Literacy is the Board that works with the NBPL Literacy Program. The funds received fund salaries for the two part time staff members, events, materials, and supplies. If this donation is approved it will be allocated through a staff report presented to City Council at a September meeting. Chair Grant asked for clarification on funds that are raised for the Literacy Program. Melissa Kelly further clarified the allocation process of the resources received for the Literacy Program through grants, donations and fund raising programs.

Motion made by Trustee King and seconded by Vice Chair Prichard and carried (4-0-0-1) to accept the \$35,000 donation as presented.

AYES: Grant, Prichard, King and Johnson-Tucker
NOES: None
ABSTENTIONS: None
ABSENT: Palk

4. Donation Acceptance from the Newport Beach Public Library Foundation

Melissa Kelly explained that this donation collected through the NBPL Foundation from various donors is the remaining amount of donor-restricted funds received throughout the fiscal year ending June 30, 2014. The allocation of this donation will be made as specified in the attached letter.

Motion made by Trustee King and seconded by Trustee Johnson-Tucker and carried (4-0-0-1) to accept the \$19,495 donation as presented.

AYES: Grant, Prichard, King and Johnson-Tucker
NOES: None
ABSTENTIONS: None
ABSENT: Palk

5. Proposed Library Closures for Winter Holidays 2014

Library Services Manager Dave Curtis noted that as noted in the staff report the proposed closures if approved would have minimal impact on Library users and would still provide the appropriate staffing levels. Closure history for the past years was provided and plenty of time would be provided to notice the public of the closure through E-blasts and on the Library website. In addition to the normal City closures; half-day on Wednesday, December 24, and all day on Thursday, December 25, staff proposes closing the Balboa, Corona del Mar and Mariners branch libraries all day on Friday, December 26. The Central Library would remain open from 9:00 a.m. - 6:00 p.m. On Monday, December 29, Central, Balboa and Mariners would close at 6:00 p.m. (Corona del Mar is always closed on Mondays). On Tuesday, December 30 all four locations would close at 6:00 p.m.

Motion made by Trustee Johnson-Tucker and seconded by Vice Chair Prichard and carried (4-0-0-1) to approve library holiday closures as specified in the written staff report.

AYES: Grant, Prichard, King and Johnson-Tucker
NOES: None
ABSTENTIONS: None
ABSENT: Palk

6. Statistical Comparison Report of Regional Public Libraries

Library Services Manager Dave Curtis presented a report of peer libraries and noted the statistics that are common measures of these libraries to those of the Newport Beach Public Library (NBPL). The differences and similarities for each of the eight locations were presented and included population, staffing, budget, collection expenditures including print materials, databases and electronic book, and expenditures per capita. Circulation, reference transactions, library visits, and programs and program attendance, statistics were noted and discussed. He gave more detailed explanations for each of the presented categories for the Carlsbad City Library, in which he most recently worked at as Library Services Manager prior to being hired by the City of Newport Beach. The comparison of the Carlsbad City Library's coffee service and bookstore to the NBPL's were also discussed.

Chair Grant asked to include this as an annual agenda item on the Board of Library Trustees Monitoring List. Trustee Johnson-Tucker asked that staff present a report at a future meeting showing comparable libraries' meeting auditorium capacity, programming and cost.

The written staff report statistics were obtained through the *Institute of Museum and Library Services and the Census* at: <https://harvester.census.gov/imls/compare/Index.asp> from 2012, the latest date available at this time.

C. MONTHLY REPORTS

1. Library Services Director Report

Director Hetherton reported that Library Services Manager Curtis has made positive strides which have increased the media lab usage. The sound lab is fully operational and some aesthetic work will be done in this area to help improve sound lab usage. Approximately 3,000 people attended the Shakespeare in the Park performances this past weekend held in the Bonita Canyon Sports Park. The Library's marketing has been very beneficial. There has been a steady ebb and flow of customers with many people using the quiet study areas. Dave Curtis noted that on Friday, August 15 the Central Library parking lot will be resealed and slurry coated so the Civic Center parking structure will need to be utilized for Library parking that day. Signage and adequate and timely notification will be made. Vice Chair Prichard asked if there were any updates on the space across from the Bistro, and staff reported that there is nothing new to report.

2. Friends of the Library Liaison Report

Chair Johnson-Tucker reported that the Friends discussed the idea of using the space across from the Bistro at their last meeting. They will be holding their annual pot luck for Board members-only at their next meeting.

3. Library Foundation Liaison Report

Chair Grant reported that she was in attendance at the July 7 Newport Beach Public Library Foundation (NBPLF) board meeting and noted that they are a fabulous group and they are looking into ways in which to provide more funds for the Library. The NBPLF discussed individual fund raising and group related fund raising. A request was made to have each of the NBPLF board members provide Foundation Executive Director Tracy Keys with the names of five potential donors. Tracy is busy running the Foundation and needs more time for fund raising, and providing these names would help. The disbursement of the Library wish list funds and whether or not to fund the total at the beginning or throughout as the funds are needed was also discussed. Tim Hetherton explained the importance of receiving the funds up front as proposed to waiting to receive the funds. This would enable the Library to remain more flexible in providing services for Library customers. In some instances, such as the Making

Memories program, the NBPLF provides funds at the beginning and then the funds that are earned from the program go right back to the NBPLF. NBPLF board members were encouraged to invite potential sponsors for the DSLS series to the next DSLS Committee meeting to be held on August 21.

4. DSLS Liaison Report

No report given. Trustee Palk was absent and Vice Chair Prichard did not attend the most recent meeting.

5. CdM Branch and Fire Department Planning Committee Liaison Report

Trustees Johnson-Tucker and King attended a meeting with Library Services Director Hetherton, Library Services Manager Curtis and Support Services Coordinator Kelly. Five of the total request for proposals which were received from architects, were chosen for review. After they are reviewed individually by each committee member then the committee members will discuss together at their next Committee meeting. The City of Newport Beach Public Works Department received all of the proposals and then prepared a checklist for committee members to use in reviewing them. Having two Library Board of Trustees and pertinent Library staff involved will help provide a thorough overview of what the Library would like to see emanate from this project and which would also better serve Library customers. Chair Grant suggested that a more formal report be presented by this committee at the Board of Library Trustees meetings. Trustee King offered to talk with the Corona del Mar Resident's Association which is comprised of over thirty residence groups to see what the demographics of the community values in a library. Vice Chair Prichard agreed to attend these meetings in place of Trustee Johnson-Tucker if needed for any future committee meetings. Trustee King will take the lead for the Board on this committee. Discussion continued on clarification in facilitating meetings with the City and it was stressed that the Board not get ahead of the City on this project. Director Hetherton will contact the City personnel in charge of this project to see if it would be appropriate to include a link on the Library's website to obtain public comment on this project.

6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

The Board requested that staff prepare a peer monitoring report as an annual agenda item forward from 2013, since the report given at this meeting was through 2012, and also include information on other libraries' meeting spaces.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Mosher complimented the Mariners Branch Library staff and felt it was a nice touch that they placed extra copies of newspapers they had received on a table, marked free for the public. He noted that it would be useful for editions of the Newport Beach Independent "Indy" to be available to the public also. He suggested that when the library is closed to the public that they make access to Wi-Fi available. He suggested the Board prepare a written report on the *CdM Branch and Fire Department Planning Committee Liaison Report* so that the public would be able to review prior to the meeting and prepared to make comment if they wished.

8) ADJOURNMENT – 6:18 p.m.

Submitted by: _____

Approval of Minutes

NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS

JUNE - JULY 2014

COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<p>1 6/21/2014 Comment Form - Email Natalie Basmaciyan Adult Services Coordinator 7/7/2014</p>	<p>Hello: Just a note that it would be a great help if the library's site could list up-to-date daily hours for Newport Coast Community Center - preferably on the main landing page. I went to pick up a book today Sat, 6/21 at approx 2:45pm and the doors were locked. The library's site says they were open until 3pm and there was no sign on the front doors indicating that the center was closed today. I'm going out of town and no one else in my family is available to pick up the material. It's disappointing that there may be a wait should the material be unavailable when I return. It's helpful that NCCC is available as a pick-up point, but it's an inconvenience when they are not open as indicated on the library's site - I've encountered this before too. Any help to resolve this would be appreciated.</p>	<p>Natalie Basmaciyan responded via email as follows: Thank you for your patience while the Newport Beach Public Library coordinated with the Newport Coast Community Center to reflect the correct hours of operation. The library website information and the Newport Coast Community Center hours now match. The hours are: Monday-Thursday 8:00AM-8:00PM Friday 8:00AM-5:00PM Saturday Varies—please call (949) 270-8100 for information Sunday Closed Please let us know if we may be of further assistance.</p>
<p>2 6/30/2014 Comment Form - Card Natalie Basmaciyan Adult Services Coordinator 7/2/2014</p>	<p>Wide range of resources. Close to my house. Modern facilities. Great environment. Low noise in upstairs studying area including computer area. More academic resources.</p>	<p>Natalie Basmaciyan responded via email as follows: Thank you for taking the time to complete a customer comment card, and for the positive feedback regarding the facilities and study environment. You indicated you would like more academic resources at the Newport Beach Public Library. Is there a specific topic or resource you recommend for consideration? Please feel free to offer suggestions and the Librarians will evaluate the merits of adding items to our collections.</p>
<p>3 7/7/2014 Comment Form - Card Heather Hart Mariners Branch Librarian 7/7/2014</p>	<p>Reading area! 4 armchairs with small coffee table to upgrade / embellish the table with mosaic.</p>	<p>Heather Hart responded via email as follows: This message is in response to the recent comment form you filled out at the Mariners Library regarding the small coffee table at the front seating area. At this time we will not be able to embellish the table with a mosaic, but thanks to a donation from the Library Foundation we will look into replacing the current table with something new and fresh. Thanks so much for taking time to give us your suggestion.</p>
<p>4 7/7/2014 Comment Form - Card Heather Hart Mariners Branch Librarian 7/7/2014</p>	<p>Clean. The late fees for Children's books is too high. I checked out 11 books for two kids and had to pay \$11.00 in fees to them for being 4 days late. I understand .25 a day for a novel but kids books? I will not check out so much or as often. How sad for my kids.</p>	<p>Heather Hart responded via email as follows: This message is in response to the recent comment form collected at the Mariners Branch Library. We are glad you and your family use the library and appreciate its cleanliness. In regards to the late fees for children's items—the computer system does not differentiate between books in the children's or teen or adult areas of the library—thus the fines are the same for all books. We do offer several options for renewing items, you can contact us by phone or you can access your account online. If you would like a staff member to review this process with you we would be happy to go over it with you. Thanks for using the Newport Beach Library, feel free to contact me with any further questions.</p>

COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
<u>5</u> <u>7/7/2014</u> <u>Comment Form - Card</u> <u>Dave Curtis</u> <u>Library Services Manager</u> <u>7/7/2014</u>	Limit magazine and newspaper reading to one area so its easier to find missing magazines and various parts of newspapers.	Dave Curtis responded via email as follows: Thank you for contributing your thoughts around availability of newspapers and magazines. I'm sorry that those materials are not always immediately in their home vicinity. I will be reiterating that staff should make sweeps looking for these materials to get them back to their shelves. I am reluctant to require patrons to remain in one area for these materials as the building offers so many great spots to spend time and read. I think concentrating all the periodical readers to one area would be difficult to accommodate as these are popular items. I appreciate your suggestion and your input prompts us as a reminder to be attentive to "stray" periodicals. Please feel free to ask staff for help in finding materials that may be awaiting reshelving. Thanks again for your input.
<u>6</u> <u>7/12/2014</u> <u>Comment Form - Email</u> <u>Natalie Basmaciyan</u> <u>Adult Services Coordinator</u> <u>7/14/2014</u>	Do you keep archives of the OC Register and Daily Pilot? Can you search by keyword or do you know who can? I am looking for an article in one of those papers from 2002 or 2003.	Natalie Basmaciyan responded via email as follows: Thank you for contacting the Newport Beach Public Library. The Central Library retains the OC Register in microfilm for 2002 and 2003. You may also access the OC Register through the Proquest Magazine and Newspaper database on the library's website. The Central Library retains the Daily Pilot in microfilm for 2002 and 2003. Customers may use the microfilm reader, located on the 2nd floor, or may submit a request to have a staff member search for articles. Please let me know if we may be of further assistance.
<u>7</u> <u>7/28/2014</u> <u>Comment Form - Card</u> <u>Melissa Kelly</u> <u>Support Services Coordinator</u> <u>7/29/2014</u>	Power wash the back terrace! (It's getting gross).	Melissa Kelly responded via email as follows: Thank you for sharing your concern about the terrace outside the Library's 2nd floor entrance. Unfortunately that stone was not sealed early enough to avoid some of the deeper spots that you can now see in that area. I have asked our maintenance person to add power washing that terrace to his list of duties. He is currently working on getting access to the closest water source in order to do that. I hope that you see a change in the near future, but please be aware that there will continue to be some spots that will not come totally clean. Thank you for using your library.
<u>8</u> <u>7/28/2014</u> <u>Comment Form - Card</u> <u>Natalie Basmaciyan</u> <u>7/29/2014</u> <u>Adult Services Coordinator</u>	It's my home town CDM. Complaints - one Men's Bathroom on the upper floor? Whose idea was this? Really tired of all the slob and their food. Please limit what is allowed. I see entire grocery carts - pizzas, etc. This is just wrong!	Natalie Basmaciyan responded via email as follows: Thank you for taking the time to complete a customer comment card regarding your experience at the Central Library. Customers are permitted to consume food and beverages in the library as long as they are not using the public desktop computers. Customers, however, are not permitted to bring shopping carts or other wheeled conveyances (except for wheelchairs and strollers/carrriages) into the library. In the future, please notify a staff member if you notice a shopping cart in any of the NBPL libraries so the matter can be addressed. Please let me know if we may be of further assistance.

<p>COMMENT #</p> <p>Date Received</p> <p>Source of Comment</p> <p>Staff Member Assigned To</p> <p>Staff Member Title</p> <p>Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p>9</p> <p>7/28/2014</p> <p><u>Comment Form - Email</u></p> <p><u>Natalie Basmaciyan</u></p> <p><u>Adult Services Coordinator</u></p> <p>7/30/2014</p>	<p>Jeremy Rodriguez was just awesome! I drove from Long Beach to see him!!!</p>	<p><u>Natalie Basmaciyan responded via email as follows:</u> Thank you for taking the time to complete a customer comment card praising Jeremy Rodriguez. I have passed along your kind words and positive feedback to Jeremy and his supervisor. Jeremy provides consistent, detailed service every day and I thank you for formally acknowledging the service you received.</p> <p><u>The Customer responded as follows:</u> You are very welcome. And thank you for acknowledging it. Jeremy is very kind and professional and I just had to say something about my experience. Great service. Keep doing it.</p>
<p>10</p> <p>7/31/2014</p> <p><u>Comment Form - Email</u></p> <p><u>Cherrill Weiss</u></p> <p><u>Literacy Services Coordinator</u></p> <p>8/1/2014</p>	<p>Dear Sirs or Madams, Is it possible to join a Conversation Class or a Discussion group for visitors of the USA? I am visiting my daughter, who is married with an American. I am staying here until the 15th of September and I would like to improve my English by speaking. I could also pay for the class or group. If it does not work at your place, could you suggest another place, where I could meet people to talk. Many thanks in advance.</p>	<p><u>Cherrill Weiss responded via email as follows:</u> Thank you for your interest in the conversation classes at the library. These classes are open only to registered participants of the adult literacy program. However, there are some classes in the area that might be helpful to you during your visit. Please contact: American Culture & Conversation or South Coast Literacy. We wish you success in your pursuit of English.</p>
<p>11</p> <p>6/27/2014</p> <p><u>Comment Form - Email</u></p> <p><u>Natalie Basmaciyan</u></p> <p><u>Adult Services Coordinator</u></p> <p>7/3/2014</p>	<p>Dear Librarian, You had already assured me that the block was removed. So why am I still being blocked? Furthermore, it has been over a week since I first contacted you regarding the issues with Overdrive. I am sure they can override their block especially since the reason for the "excessive downloads" occurred while troubleshooting the problems that they created by offering unavailable titles. Please have them remove this block immediately. If you are unable or unwilling to help me please refer me to your manager. This whole situation has been quite frustrating and the matter is made worse by seemingly punishing me for reporting an obvious problem in your eBook library system.</p>	<p><u>Natalie Basmaciyan responded via email as follows:</u> Good afternoon, I attempted to call you several times. The number we have on file for you results in the "disconnected" message. If there is another number I will gladly update your record. I apologize for the frustration and technical issues you experienced using the downloadable services last week. The Librarian and I spoke at length regarding the steps he took to resolve the difficulties. At this point, are you still encountering any obstacles or difficulties with either Overdrive or Axis 360? If so, I will do my best to assist you, either by email or over the phone. My contact information is: (949) 717-3823 or nbasmaciyan@newportbeachca.gov. Please let me know if can assist you with the downloadable services or any other matters.</p>

<p>COMMENT #</p> <p>Date Received</p> <p>Source of Comment</p> <p>Staff Member Assigned To</p> <p>Staff Member Title</p> <p>Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p>12</p> <p>7/30/2014</p> <p>Comment Form - Email</p> <p>Tim Hetherton</p> <p>Library Services Manager</p> <p>8/11/2014</p>	<p>Dear Mr. Hetherton, I, along with many of my friends, have always felt that the Mariners Branch is the absolute best, always so friendly and helpful. But what they did this week to help me was far above anything I ever expected anyone to do for me. I had a bad accident July 15 and broke, fractured and crushed my right heel bone. The health care company that you can rent wheelchairs from, sent me out such a heavy one that none of my friends could pick it up or lift it into their cars when they were taking me to different doctor appointments every day last week. So until last Saturday, July 26 I had a walker with a seat to use. I pushed myself along with my left leg and when I would get into someones car I would pivot my body around using my left leg to get into the car. The morning of July 26 I woke up with so much pain in my back and left hip that I couldn't even roll over in bed. I always keep the phone with me, so I called a friend and she came and turned me on my right side. My daughter and grandchildren are flying in tonight to visit me for a few days and I keep a list the favorite books I always get for them from this branch. I called Mariners and spoke to Judy Pavlik, explaining my situation. I said I wouldn't be able to come in, but if there was any way I could reserve books and have a friend come and pick them up for me. She was so kind, reserving 14 books I knew my granddaughters would love.</p> <p>I wasn't sure for a few days who I could get to pick them up. Whenever I called Mariners branch with any question, she had notations in the computer about my situation and saying it was ok for someone else to pick them. When I called after that whoever I spoke to at the branch was so kind and knew right away about my situation. When my friend went to pick up the books today, she starting saying she was getting books that were on hold for a friend who'd had an accident. They knew my name before she even said it and were so helpful (like always!) in getting and checking out the books for me! I've always thought this branch was the best- but now I know they all are the ABSOLUTE BEST! You are very fortunate to have such caring, kind, dedicate employees!!!</p> <p>Sincerely,</p>	<p>Tim Hetherton responded via email as follows: Thanks very much. I feel proud of our staff every day, and especially proud of the way Judy and Mariners staff handled your particular situation. We are very fortunate to have them, and we are fortunate to have a loyal customer base. All of us at NBPL hope you feel better soon. We are pleased that we can be a resource to you during your recovery. Thank you for your support! Best regards, Tim Hetherton.</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – August 18, 2014 Board of Library Trustees Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

"The only thing that you absolutely have to know, is the location of the library." - Albert Einstein

Of course Einstein is right, but it is also helpful for the public to be informed about what the Library offers. During my various presentations about library services to different groups in the community, many attendees typically remark that they are astounded by all the services and collections we offer and that they had no idea the Library provided these things. When I was appointed Director last January, I made enhanced marketing a strategic organizational goal, in order to reach more customers and to promote our services more effectively.

In July, the Library's Marketing Specialist Katherine Mielke moved from part time to full time status. Katherine's contributions are essential to increasing community awareness of the Library's mission. Through our marketing efforts, the community gains a greater understanding of NBPL's value, relevance, and stewardship. Katherine excels at both the written word and graphics, and we will benefit from her increased presence.

In the next few weeks, we will have a major marketing effort for the Media Lab and Sound Lab in the form of signage, graphics, wayfinding devices, etc., to promote the creative space and its many amenities. We are really going to make it pop, and this will be done in concert with increased outreach. Speaking of Sound Lab, did you know you can learn the following skills for music production with Lynda.com?

Topics:

- Audio Foundations
- Digital Audio Workstations
- Live Performance
- Mastering
- Mixing
- Music Production
- Recording Techniques
- Studio Setup

Software Courses:

- Ableton Live
- Audacity
- Audition
- Cubase
- FL Studio
- GarageBand
- Logic Pro
- Pro Tools
- Reason
- Sibelius

DAVE CURTIS, LIBRARY SERVICES MANAGER

Library Services Manager Dave Curtis and Marketing Specialist Katherine Mielke selected and started working with Icononography Studios to incorporate color and graphics to the Media Lab and the hallway leading to that space. The project will utilize the application of “wrap” material to the walls that is printed with the graphics. Staff is excited to work with the graphic artist on getting a design finalized, the product installed and attracting more users to the Lab.

In July, staff addressed the lack of adequate trash receptacle volume in the Central Library. The existing receptacles were too small and overflowed with debris often. Staff selected and then placed attractive, larger receptacles throughout the Library to solve the issue and improve the customer experience.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Facilities

The gas leak down on the peninsula had no effect on the Balboa Branch Library. We do not use any natural gas in that building since their water heater was replaced about 4 years ago with an electric water heater.

The City and representatives for Trane are working on the HVAC system in the new areas of the Library. The warm temperatures have been a problem for the Media Center and the Bistro area, but have not affected the rest of the Library.

The large blue gum tree behind the Balboa Library is showing signs of decay. It will be on the PBR Commission’s list for consideration of removal or replacement in September. This tree is a nesting area for certain birds and no action can be taken until the end of nesting season which is mid-September. This tree has provided shade for many years, but has also been a problem with the excess bird droppings on parked cars and the pavement.

Library Clerks

The Library clerks held their quarterly training session in July. Dave Curtis was on hand to introduce himself to the group and to learn more about the staff. The clerks also discussed the City Core Values, database clean up, the use of credit cards at self-checkout machines and strategies for encouraging all customers to use email for Library notices.

Literacy

The Literacy group Book Club recently read *My Beloved Country*, by Supreme Court Justice Sonia Sotomayor. When they had completed the book the participants wrote letters to Justice Sotomayor expressing their thoughts about the book. The group received a hand signed letter from the Supreme Court Justice in response.

Supreme Court of the United States
Washington, D. C. 20543

CHAMBERS OF
JUSTICE SONIA SOTOMAYOR

July 21, 2014

Ms. Cathy Kent
Literacy Tutor
Newport Beach Public Library

Dear Jai Bok, Shuman, Farzane, Libertad, and Teruyo:

Thank you all for the gift of your heartfelt letters. I am honored that you have chosen to read my book as part of your literacy program and that you felt compelled to write to me.

Your stories inspire me. Indeed, you have demonstrated an extraordinary strength of character in overcoming the many obstacles that you have faced. I encourage you to always remember that the character of a person is not measured by how many times he or she is knocked down, but by the number of times that he or she gets up. We have faced many challenges in our lives, but it is in choosing to persevere in the face of adversity that we reflect the depth of our characters.

Indeed, I see the admirable kind of courage that distinguishes the leaders of our time in the efforts that you have made to better yourselves, your communities, and the lives of your families. Thank you for giving us the added hope and ambition to strive for a better tomorrow.

Dreams can come true when you work hard and believe that change can happen. In the years to come, I wish that you and your families the joy of dreaming big, working hard, and succeeding in all that you do.

With warmest regards,


Sonia Sotomayor

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Summer Reading Program continues to be successful at all locations. Mariners' own Judy Pavlik delighted a large number of adoring fans at all branches as she donned a "Pete the Cat" costume and posed with kids and parents alike for photos for one of the weekly programs. "Pete" even received fan mail and signed several Pete the Cat books.

Annika Helmuth, the part-time Library Assistant at Mariners, interviewed for, and was selected to fill the full-time Library Assistant position that had been vacated with Joanna Ransom's promotion to full-time Librarian I at Central. Mariners is very happy to keep Annika (only have her there more often). Annika's position will be filled in the near future.

Judy Cho, longtime page at Balboa retired effective Thursday, July 31. Judy's warm smile and friendly manner will be missed by customers and staff alike. Judy's position will be filled by Central staff temporarily until someone is permanently assigned to the branch.

Youth Services

The craft programs have been very successful at Central this year. On Saturday, July 26 in keeping with the Paws to Read theme for SRP, City of Newport Beach Animal Control Officers along with members of the Orange County Humane Society, hosted a pet adoption event at Central Library. It was very well received with at least one cat and dog finding a permanent home.

Teen Services

Teen services is very quiet during the summer but it has been determined that Joanna will take over as YAAC Coordinator when meetings resume in September. Joanna is excited about meeting the YAAC members and starting a new year of teen services.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

Media Center

Customers have been using the LP and VHS converters several times a week since the full Media Center hours took effect in June.

A to Z Databases

The library added A to Z Databases to the collection. This service compliments Reference USA by offering more consumer-friendly business, residential, and service searches.

Circulating Nook Tablets

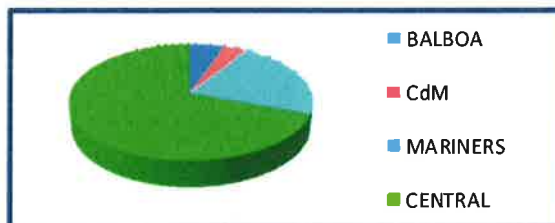
New titles were added to the circulating Nook Tablets, such as *The Book Thief* and *The Giver*.

NEWPORT BEACH PUBLIC LIBRARY - JULY 2014

CUSTOMERS SERVED IN THE LIBRARY

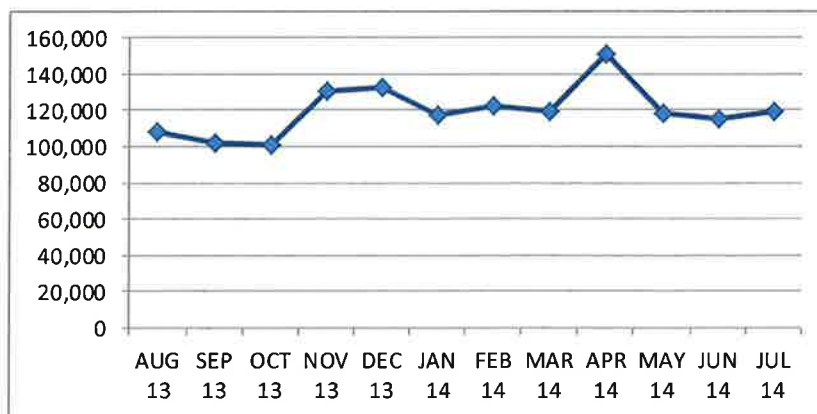
CURRENT

	Jul-14	YTD 14/15	YTD 13/14
BALBOA	6,382	6,382	6,717
CdM	4,250	4,250	4,645
MARINERS	25,926	25,926	24,570
CENTRAL	82,511	82,511	45,843
TOTAL	119,069	119,069	81,775



12 Month Comparison

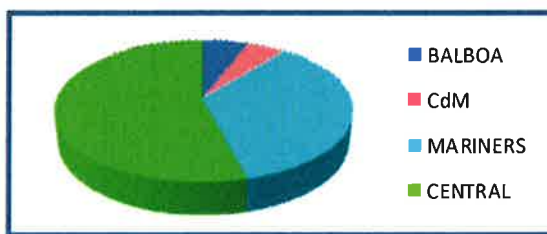
AUG 13	108,229
SEP 13	101,712
OCT 13	101,072
NOV 13	130,163
DEC 13	132,801
JAN 14	117,652
FEB 14	121,995
MAR 14	119,245
APR 14	151,515
MAY 14	118,276
JUN 14	115,406
JUL 14	119,069
TOTAL	1,437,135



REFERENCE

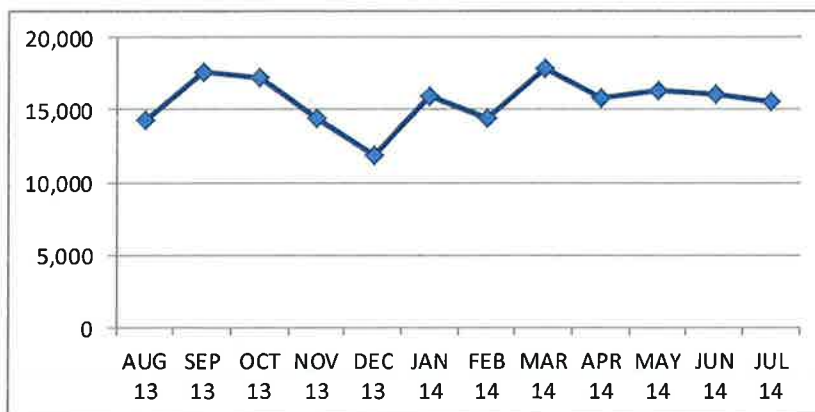
CURRENT

	Jul-14	YTD 14/15	YTD 13/14
BALBOA	928	928	775
CdM	781	781	881
MARINERS	5,441	5,441	5,553
CENTRAL	8,421	8,421	11,174
TOTAL	15,571	15,571	18,383



12 Month Comparison

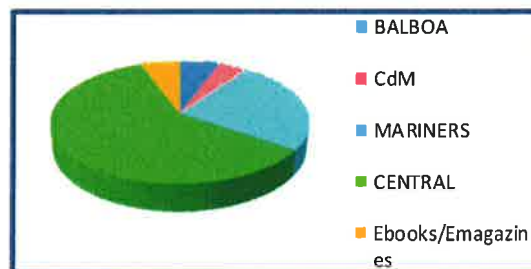
AUG 13	14,315
SEP 13	17,626
OCT 13	17,281
NOV 13	14,416
DEC 13	11,912
JAN 14	15,975
FEB 14	14,424
MAR 14	17,862
APR 14	15,850
MAY 14	16,290
JUN 14	16,087
JUL 14	15,571
TOTAL	187,609



NEWPORT BEACH PUBLIC LIBRARY - JULY 2014

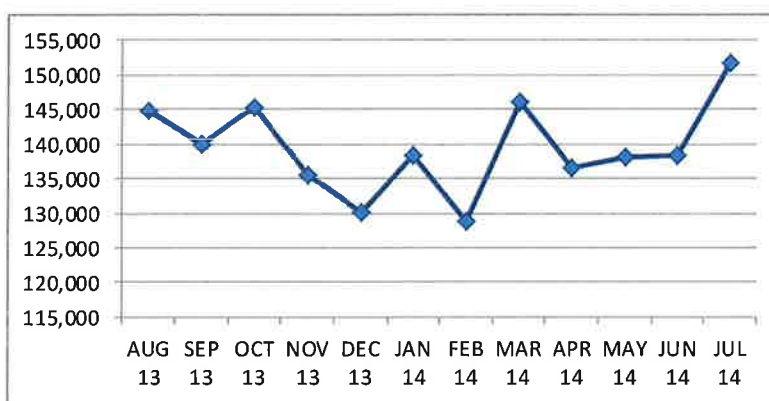
CIRCULATION CURRENT

	Jul-14	YTD 14/15	YTD 13/14
BALBOA	8,635	8,635	10,260
CdM	6,333	6,333	6,836
MARINERS	37,520	37,520	38,390
CENTRAL	90,725	90,725	99,164
Ebooks/Emagazines	8,526	8,526	6,521
TOTAL	151,739	151,739	161,171



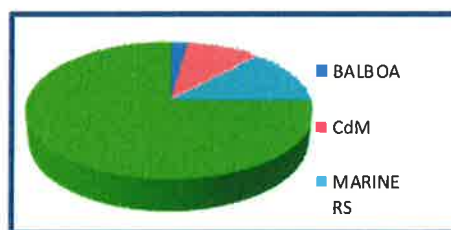
12 Month Comparison

AUG 13	144,865
SEP 13	139,999
OCT 13	145,190
NOV 13	135,605
DEC 13	130,145
JAN 14	138,311
FEB 14	128,733
MAR 14	146,050
APR 14	136,617
MAY 14	138,226
JUN 14	138,412
JUL 14	151,739
TOTAL	1,673,892



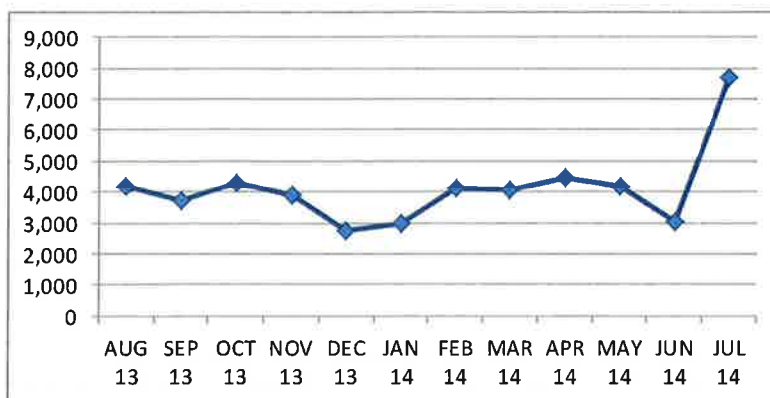
PROGRAM ATTENDANCE CURRENT

	Jun-14	YTD 14/15	YTD 13/14
BALBOA	175	175	435
CdM	759	759	841
MARINERS	1,024	1,024	1,049
CENTRAL	5,748	5,748	5,970
TOTAL	7,706	7,706	8,295



12 Month Comparison

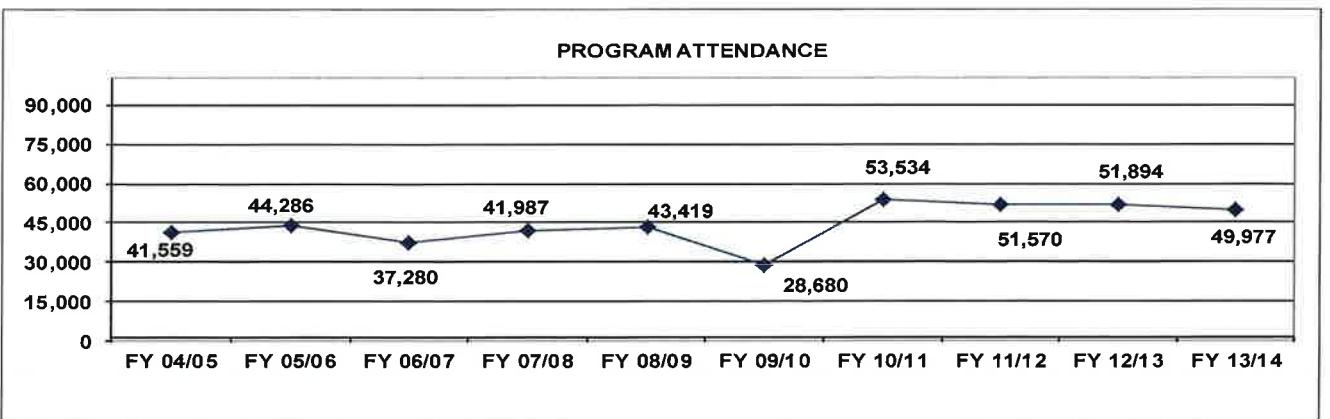
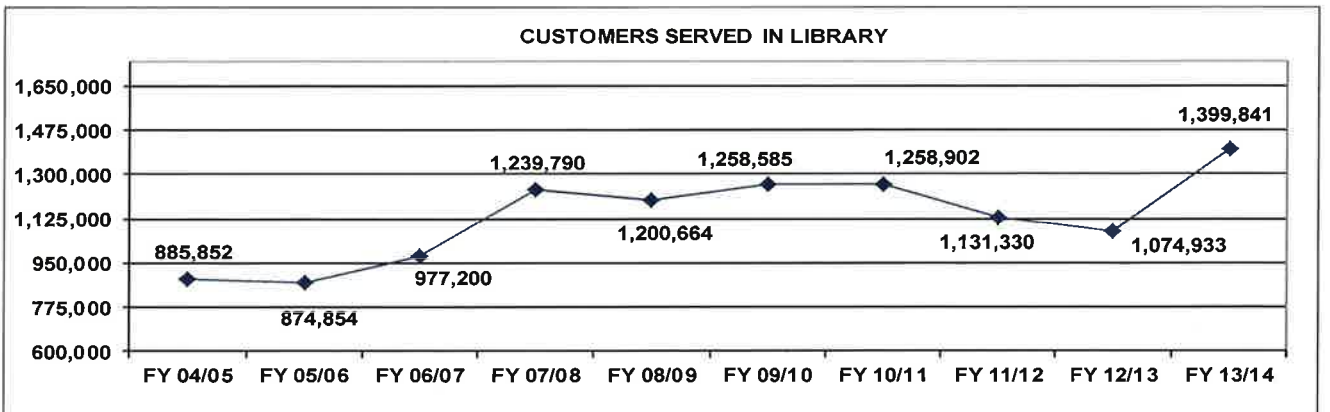
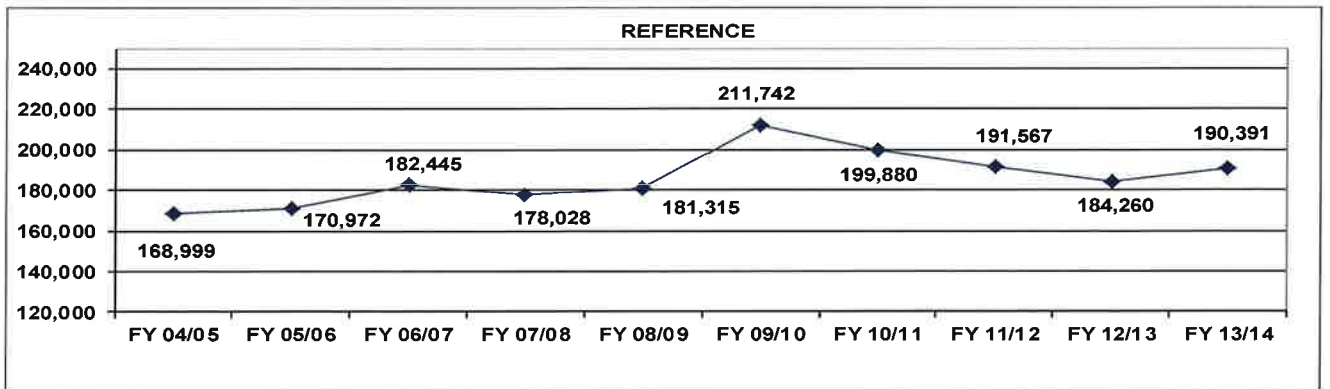
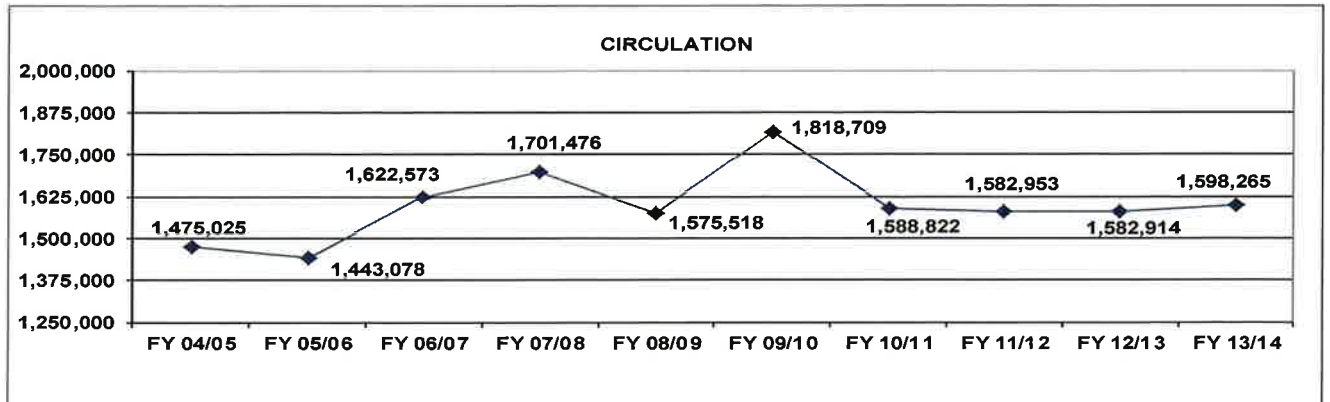
AUG 13	4,200
SEP 13	3,726
OCT 13	4,280
NOV 13	3,894
DEC 13	2,729
JAN 14	2,973
FEB 14	4,107
MAR 14	4,056
APR 14	4,458
MAY 14	4,201
JUN 14	3,058
JUL 14	7,706
TOTAL	49,388



Database	Jul-14	Jul-13	Jul-12	YTD 14/15	YTD 13/14	YTD 12/13
Tracked by #searches						
Ancestry	1015	1065	1161	1015	8014	17966
BioResCtr*	22	46	18	22	536	1646
FoF Ancient Hist	35	7	7	35	185	619
GDL	21	40	26	21	193	264
GVRL	41	49	37	41	631	1807
HeritageQuest	841	916	159	841	6936	4735
Kids InfoBits	6	4	4	6	191	326
LitResCtr	60	30	29	60	981	9620
Opposing Vpts*	51	11	5	51	1109	3035
Nat Geo	21	22	11	21	158	399
Nat Geo Kids	0	0		0	70	27
NoveList	219	279	185	219	1379	2722
NoveList K-8	70	26	19	70	303	544
ProQuest	2544	2690	3054	2544	24797	51336
Ref USA Bus.	2261	3969	4129	2261	22495	59879
Ref USA Res.*	222	72	226	222	880	2587
Tumblebooks	493	350	365	493	9599	10584
World Book Online	8		12	8	966	1156
Tracked by #sessions						
Cypress Resume	9	26	34	9	111	226
LiveHomework	13	32	29	13	224	785
Testing & EdRefCtr	59	20	15	59	473	446
Universal Class	92	51	138	92	582	1055
Tracked by #page views						
CultureGrams	35	48	116	35	1323	5973
Morningstar	5150	4353	1905	5150	35500	100148
NetAdvantage	5862	1621	1097	5862	10325	30584
RealQuest	131	103	2	131	5224	13127
Rocket Languages	169	25	9	169	530	514
Value Line	8751	19522	12622	8751	180578	224744

Proquest Articles Retrieved

	July	AVG.
Business Databases	299	299
Newspapers--Current	995	995
Newspapers--Historical	3831	3831
Magazines	43	43



SUNGARD PENTAMATION
DATE: 08/12/2014
TIME: 13:01:23

CITY OF NEWPORT BEACH
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTALL

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SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT

TOTALED ON: DEPARTMENT,1ST SUBTOTAL

PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
1ST SUBTOTAL-700 SALARIES & BENEFITS

ACCOUNT	--- TITLE ---	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
7000	SALARIES - MISC	2,602,514.40	291,228.01	.00	291,228.01	2,311,286.39	11.19
7020	SALARIES - PART TIME	306,484.67	63,283.75	.00	63,283.75	243,200.92	20.65
7030	SALARIES - SEASONAL	531,289.19	28,070.55	.00	28,070.55	503,218.64	5.28
7040	OVERTIME, MISC & 1/2 TIM	1,883.00	454.74	.00	454.74	1,428.26	24.15
7062	NIGHT DIFF, MISC	10,262.52	1,145.75	.00	1,145.75	9,116.77	11.16
7110	CAR ALLOWANCE	4,800.00	553.86	.00	553.86	4,246.14	11.54
7114	CELL PHONE STIPEND EXP	3,000.40	346.20	.00	346.20	2,654.20	11.54
7210	HEALTH/DENTAL/VISION FT	719,169.08	74,275.14	.00	74,275.14	644,893.94	10.33
7211	HEALTH/DENTAL/VISION PT	.00	6,197.53	.00	6,197.53	-6,197.53	.00
7223	ANNUAL OPEB COST	133,135.11	.00	.00	.00	133,135.11	.00
7227	RHS \$2.50 CONTRIB	28,499.90	3,053.06	.00	3,053.06	25,446.84	10.71
7290	LIFE INSURANCE	3,881.36	307.10	.00	307.10	3,574.26	7.91
7295	EMP ASSISTANCE PROGRAM	874.46	70.92	.00	70.92	803.54	8.11
7370	WORKERS' COMP, MISC	69,174.00	.00	.00	.00	69,174.00	.00
7373	COMPENSATED ABSENCES	91,088.00	.00	.00	.00	91,088.00	.00
7425	MEDICARE FEES	50,060.29	5,983.99	.00	5,983.99	44,076.30	11.95
7439	PERS MISC EE CNTRBN	226,909.33	7,498.75	.00	7,498.75	219,410.58	3.30
7440	PERS MISC ER CNTRBN	265,876.91	51,518.68	.00	51,518.68	214,358.23	19.38
7445	MISC RETIRE CONTRIB	-314,869.23	.00	.00	.00	-314,869.23	.00
7446	UNFUNDED LIABILITY-MISC	320,691.74	.00	.00	.00	320,691.74	.00
7460	RETIREMENT PART TIME/TEM	19,923.34	2,254.37	.00	2,254.37	17,668.97	11.32
	TOTAL SALARIES & BENEFITS	5,074,648.47	536,242.40	.00	536,242.40	4,538,406.07	10.57
1ST SUBTOTAL-800 OPERATING EXPENSES				8,933.92			
8010	ADVERT & PUB RELATIONS	6,000.00	.00	.00	.00	-2,933.92	148.90
8012	PROGRAMMING	6,500.00	222.44	.00	222.44	6,277.56	3.42
8020	AUTOMOTIVE SERVICE	6,000.00	.00	.00	.00	6,000.00	.00
8022	EQUIP MAINT ISF	7,725.19	.00	.00	.00	7,725.19	.00
8024	VEHICLE REPLACE ISF	5,492.40	.00	.00	.00	5,492.40	.00
8030	MAINT & REPAIR - EQUIP	12,700.00	340.00	.00	340.00	12,360.00	2.68
8031	MAINTENANCE - COPIERS	4,000.00	.00	.00	.00	4,000.00	.00
8033	PRINTER MAINT/SUPPLIES	4,000.00	.00	.00	.00	4,000.00	.00
8040	MAINT & REPAIR - BUILDIN	108,900.00	6,802.79	.00	6,802.79	102,097.21	6.25
8050	POSTGE,FREIGHT,EXPRESS NO	12,000.00	.00	.00	.00	12,000.00	.00
8060	PUBLICATIONS & DUES NOC	7,500.00	299.00	.00	299.00	7,201.00	3.99
8070	RENTAL/PROP & EQUIP NOC	400.00	9.00	.00	9.00	391.00	2.25
8080	SERVICES-PROF & TECH NO	3,000.00	.00	.00	.00	3,000.00	.00
8081	SERVICES - JANITORIAL	113,500.00	.00	.00	.00	113,500.00	.00
8086	SERVICES-OTHER PRINT VEND	2,000.00	.00	.00	.00	2,000.00	.00
8089	SVCS-CITY PRINT CONTRACT	1,488.00	.00	.00	.00	1,488.00	.00
8100	TRAVEL & MEETINGS NOC	7,625.00	.00	.00	.00	7,625.00	.00
8105	TRAINING	7,500.00	.00	.00	.00	7,500.00	.00
8112	UTILITIES - TELEPHONE	5,425.00	176.24	.00	176.24	5,248.76	3.25
8114	UTILITIES - NATURAL GAS	12,850.00	10.69	.00	10.69	12,839.31	.08
8116	UTILITIES - ELECTRICITY	208,900.00	.00	.00	.00	208,900.00	.00
8118	UTILITIES - WATER	20,500.00	1,410.36	.00	1,410.36	19,089.64	6.88

SUNGARD PENTAMATION
DATE: 08/12/2014
TIME: 13:01:23

CITY OF NEWPORT BEACH
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTAIL

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 1/15

SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: DEPARTMENT,1ST SUBTOTAL
PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
1ST SUBTOTAL-800 OPERATING EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
8140	SUPPLIES- OFFICE NOC	24,300.00	1,933.26	.00	1,933.26	22,366.74	7.96
8143	OFFICE SUPPLIES-CHILD PR	2,650.00	21.49	.00	21.49	2,628.51	.81
8144	SUPPLIES- COPY MACHINE	13,220.00	494.55	.00	494.55	12,725.45	3.74
8150	SUPPLIES- JANITORIAL NOC	27,050.00	1,568.11	.00	1,568.11	25,481.89	5.80
8160	MAINT & REPAIR NOC	7,000.00	.00	.00	.00	7,000.00	.00
8200	SPECIAL DEPT SUPPLIES NO	15,500.00	1,198.08	.00	1,198.08	14,301.92	7.73
8204	UNIFORM EXPENSE	200.00	3.08	132.40	3.08	64.52	67.74
8260	LIBRARY MATERIALS	619,764.02	217,096.23	24.02	217,096.23	402,643.77	35.03
8311	HARDWARE-MONITOR/PRINTER	3,500.00	.00	.00	.00	3,500.00	.00
8318	IT ISF OPERATING CHARGE	359,615.48	.00	.00	.00	359,615.48	.00
8319	IT ISF STRATEGIC CHARGE	132,630.28	.00	.00	.00	132,630.28	.00
8340	GENERAL INSURANCE	103,335.00	.00	.00	.00	103,335.00	.00
8716	SPECIAL EVENT LIABILITY	3,500.00	.00	.00	.00	3,500.00	.00
	TOTAL OPERATING EXPENSES	1,876,270.37	231,585.32	9,090.34	231,585.32	1,635,594.71	12.83

1ST SUBTOTAL-900 CAPITAL OUTLAY
9000 OFFICE EQUIPMENT

TOTAL CAPITAL OUTLAY

TOTAL LIBRARY SERVICES

TOTAL REPORT

2,000.00	.00	2,000.00	.00	2,000.00	11.17
2,000.00	.00	2,000.00	.00	2,000.00	11.17
6,952,918.84	767,827.72	9,090.34	767,827.72	6,176,000.78	11.17
6,952,918.84	767,827.72	9,090.34	767,827.72	6,176,000.78	11.17

BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previously Scheduled Agenda Date	AGENDA ITEM	Suggested Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library (ongoing)	
Oct 07, 2013	Review of Library Expansion Donor Wall Naming / NBPL Foundation	
Oct 07, 2013	Literacy Program Update	
Nov 04, 2013	Library Material Selection	
Nov 04, 2013	Arts & Cultural Update	
Dec 02, 2013	Media Suite Update	
Jan 6, 2014	Critical Review of Online Database Resources & Services / Database Usage Report	
Feb 3, 2014	Annual Budget Update	
Feb 3, 2014	Downloadable Services	
Mar 3, 2014	Branch Update - Balboa	
Apr 7, 2014	Marketing Update	
May 19, 2014	Adult Services Update	
Jun 16, 2014	Branch Update - Corona del Mar	
	Information Technology Update	Aug 18, 2014
	Branch Update - Mariners	Sep 15, 2014
	Children Services Update	Sep 15, 2014
Aug 5, 2013	Newport Beach Public Library Website & Social Networking Update	Sep 15, 2014
	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 20, 2014
Aug 5, 2013	Review FY 2014/2015 Holidays / Meeting Schedule	Dec 15, 2014
Jul 21, 2014	Election of Board of Library Trustees Officers/Trustee Liaisons	Jul 20, 2015
Jul 21, 2014	Statistical Comparison Report of Peer Libraries/Meeting Spaces (Previous report up to 2012)	Jul 20, 2015
Jul 21, 2014	Proposed Library Closures for Winter Holidays 2015	Jul 20, 2015

Revised 8-07-2014

TO: Board of Library Trustees

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3810, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton

TITLE: Okazaki gift

ABSTRACT:

Sister City Okazaki Japan is offering a statue as a gift to the City of Newport Beach. The Arts Commission has recommended the gift for acceptance by City Council. Central Library has been suggested as a potential site for the statue. The placing of the statue at this site requires the approval of the Board of Library Trustees, since Council Policy I-9 requires the Arts Commission to confer with other Boards and Commissions that may be impacted by the acceptance of the gift.

RECCOMENDATION:

Staff recommends that the Board of Library Trustees approve placing the statue at Central Library.

DISCUSSION:

The Newport Beach Sister City Association is a non-profit, volunteer organization that endeavors to promote international communication, understanding, education, and friendship between the people of Newport Beach and the people of foreign cities. These principles are accomplished through cultural exchanges, business exchanges, student and teacher exchanges, student scholarships, host families, and fund raising.

Since November 1984, the City of Newport Beach has enjoyed a Sister City relationship with the City of Okazaki, Japan. Okazaki is located 200 miles west of Tokyo and has a population of 350,648. The city is best known for its production of stonework, miso, fireworks, centers for automobile, chemical and textile industries and biological research.

Okazaki is the birthplace of Shogun Ieyasu Tokugawa. Tokugawa Ieyasu (1542-1616) was the founder and first shogun of the Tokugawa shogunate, which maintained effective rule over Japan from 1600 until 1867. Historians agree that Ieyasu was a superior field commander and a gifted governmental administrator. He is considered to be the founder of the Edo Period and the first shogun to establish a peaceful Japan. He now enjoys a historical popularity commensurate with his distinguished role in the evolution of Japan.

[Source: "Tokugawa Ieyasu." *Encyclopedia of World Biography*. Detroit: Gale, 1998. *Biography in Context*. Web. 6 Aug. 2014.]

The City of Okazaki is offering a sculpture entitled "Shogun Tokugawa Ieyasu" (see attachment "A") as a gift to the City of Newport Beach. The work is made of granite quarried in Okazaki and stands 150cm tall with a base of 55cm. Pending City Council acceptance of the gift, a potential site for the sculpture is the Bamboo Courtyard at the Central Library. The statue would be an aesthetically pleasing complement to the bamboo stands, which were also a gift from the City of Okazaki. Should the Bamboo

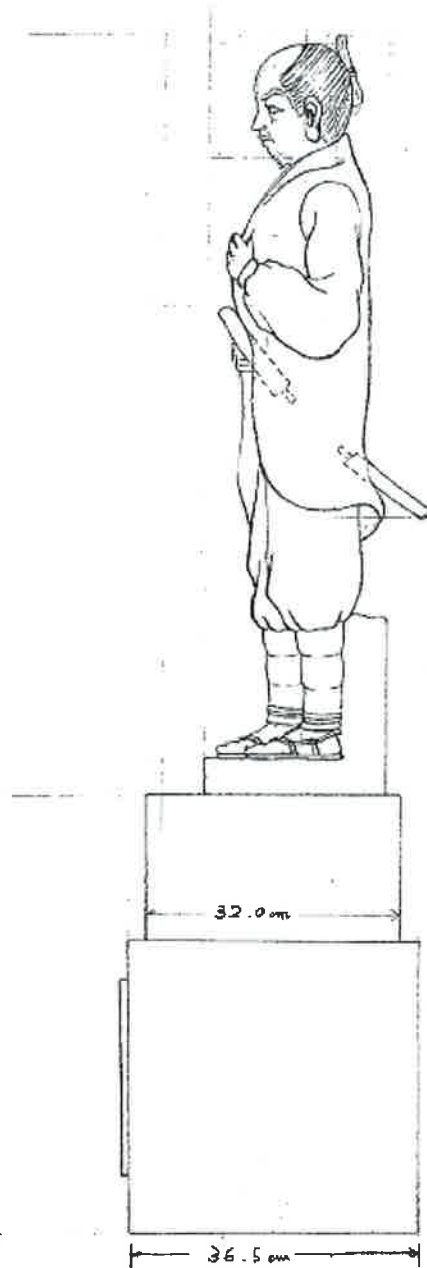
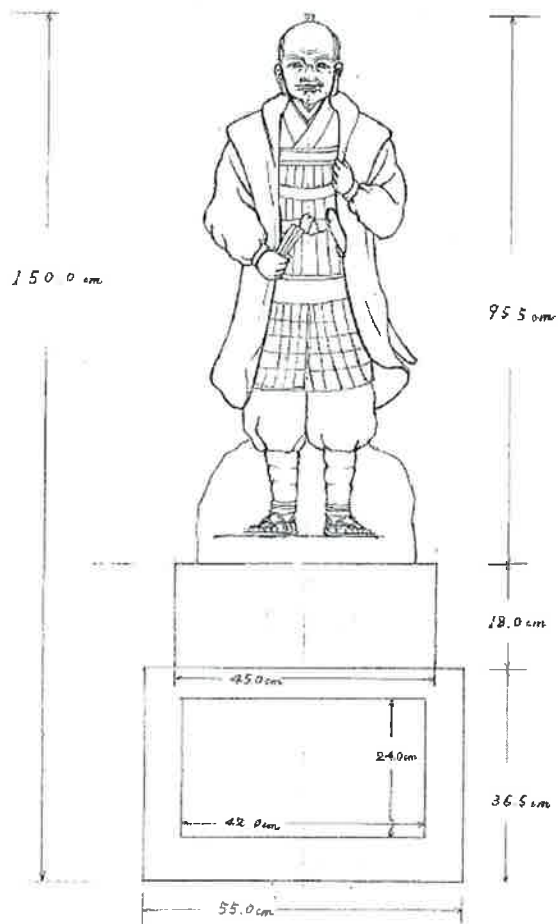
Courtyard site be deemed unacceptable, a pre-existing concrete pad for sculpture near the entrance of the Bamboo Courtyard is a potential alternate site for the piece.

The placing of the statue at either of these sites requires the approval of the Board of Library Trustees, since Council Policy I-9 requires the Arts Commission to confer with other Boards and Commissions that may be impacted by the acceptance of the gift.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Arts Commission considers the item).

ATTACHMENT "A"



TO: Board of Library Trustees
FROM: Tim Hetherton, Library Services Director
(949) 717-3810, thetherton@newportbeachca.gov
PREPARED BY: Tim Hetherton
TITLE: Corona del Mar Branch update

In June 2014, Newport Beach Public Works department asked 10 architectural firms to submit Requests for Qualifications for the design of the joint-use CDM Branch Library/Fire Station. Five firms ultimately submitted RFQs for review in July 2014. These RFQs were rated by the CDM Branch Library Ad Hoc Sub Committee consisting of Trustees King and Prichard on August 5th. The RFQs were also rated by Library Services Manager Dave Curtis, Support Services Manager Melissa Kelly, Children's Services and Branch Coordinator Debbie Walker, and myself.

The Committee felt that all the RFQs were similar: the firms all demonstrated limited experience with both Library/Fire Station joint use facilities and with designing small libraries, simply because examples of both are uncommon. However, based on their design work and experience with libraries and fire stations in general, the Committee felt that all of the firms were qualified for the project.

On Tuesday, August 6, I met with Fire Chief Scott Poster, Deputy Public Works Director Mark Vukojevic, and City Engineer Fong Tse in order to share the Committee's input and rate the CDM Branch/Fire Station RFQs.

The firms that received the highest evaluation scores were WLC Architects and STK Architecture. Both firms will make presentations to Chief Poster, Mark Vukojevic, Fong Tse, and me on August 25th and 26th.

I am glad to report that there is not a predetermined limitation on the square footage of the Branch. All parties acknowledged that there is no requirement for the branch library to reduce its current square footage. Size of the branch will be determined by the Library's proposed service model, the input of the stakeholders, budget allocated by Council, and the architects ability to design these elements into an appealing plan.

I will be the guest speaker at the Corona del Mar Resident Association meeting on Thursday, August 21st, at the OASIS Senior Center. I plan to share information with the Association and initiate public engagement on the project.

I am also pleased to report that there will be sufficient community engagement and surveys as the project progresses. Library Admin will start working on an engagement plan immediately. I have also contacted the City's Public Information Office in order to create a Mind Mixer online survey.